



## **2023 Municipal Investment Grant (MIG) Program Application Instructions & Guidance**

### **Program Overview**

The Municipal Investment Grant (MIG) program traditionally awards funding on a competitive basis to entities who have taxing authority (i.e., cities, towns, villages, and fire districts). The program has evolved over the years as the needs and priorities of the County and its communities have changed. MIG focus areas are reviewed annually, and as a result, the focus areas may be updated from year-to-year.

In 2023, the County set aside funding to support initiatives that improve and enhance the capacity and capability of fire, rescue, and law enforcement operations. The MIG program will continue to prioritize shared services that result in cost savings, with a focus on critical improvements to infrastructure and facilities, enhancements to agency function, and effective emergency response operations. The specific focus areas for the fire, rescue, and law enforcement projects are detailed below.

The MIG program prioritizes and incentivizes projects that partner with other agencies and taxing authorities, develop shared services, align with the County's priorities and needs, and create savings for taxpayers.

### **Eligible Applicants**

All local government entities with taxing authority within Dutchess County can apply for funding, including all fire and rescue agencies (municipal, non-profit, and fire districts) and law enforcement agencies (municipal). Entities are encouraged to coordinate efforts and apply jointly, when possible.

### **Funding**

- The total allocation for this initiative is \$1 million.
- Funds are available on a reimbursement basis. No advances.
- It is the County's intent to fund multiple projects. The review committee will be selective in their recommendations; therefore, grantees should take this into consideration when submitting their funding request amount.

### **Eligible Activities**

The County will consider applications that address one of the below listed Focus Areas.

## Focus Areas

### **Fire and Rescue:** Minimum: \$25,000 - Maximum: \$300,000

Projects that improve or enhance agency functions to fill existing gaps in service and improve response capabilities, including the purchase of specialized equipment, capital improvements to agency buildings, specialized training, and recruitment. Priority will be given to projects that demonstrate fulfillment of a gap in the provision of services and those that result in recurring property tax savings. Eligible projects include:

1. **Equipment:** Purchase of personal protective equipment (PPE), including protective clothing and self-contained breathing apparatuses (SCBA); ballistic personal protective equipment in accordance with National Fire Protection Association (NFPA) 3000 standards; thermal imaging cameras (TIC); combustible gas and carbon monoxide (CO) meters; technical rescue equipment and gear, including self-contained breathing apparatuses, turnout gear, and hoses; emergency medical equipment (EMS), including automated external defibrillators (AED); generators or auxiliary equipment; specialized rescue equipment (e.g., jaws of life) or similar extrication rescue tools and accessories that improve capacity and capability of rescue operations; cancer prevention equipment; and utility terrain vehicles (UTV) to improve response capabilities.
2. **Training:** Reimbursement of training expenses (e.g., personnel, registration fees, travel, etc.) to advance emergency responder's ability to protect life, property, and the environment, particularly active shooter/hostile event response training in accordance with the Dutchess County Domestic Terrorism and Targeted Violence Prevention Plan and the NFPA 3000 standards.
3. **Capital Construction and Improvements<sup>1</sup>:** Improve or enhance agency operations or address health and safety issues (HVAC, ADA-accessibility, Airborne Exhaust Mitigation Systems, etc.) at fire and rescue facilities. Construction of new fire training facilities is permitted; however, the requesting agencies must adhere to NFPA 1403 minimum requirements for conducting live fire training, while also providing for property inspections every five years.
4. **Recruitment Efforts:** Creation of promotional materials, including videos, flyers, advertising, website development, and hosting of recruitment days, to bolster membership.

**Ineligible:** Apparatus, including ambulances and fire vehicles (e.g., pumpers, engines, ladder trucks, command vehicles, etc.), UAS/UAV (drones), and radios. Personnel expenses not associated with training are ineligible.

Funding should not be used as a substitute for funds or services that would otherwise be provided, rather, it should augment, expand, or enhance services.

<sup>1</sup>For the construction of new fire training facilities, two agencies may partner together and submit a joint application for up to \$200,000. A single applicant may apply for up to \$100,000.

### **Law Enforcement:** Minimum: \$25,000 – Maximum: \$300,000

Projects that improve or enhance responses to community safety, police reform/modernization, and first responder safety, including specialized equipment, training, and computer software. Priority will be given to projects that demonstrate fulfillment of a gap in the provision of services, support the Dutchess County Police Reform and Modernization Collaborative and those that result in recurring property tax savings. Eligible projects include:

1. **Equipment:** Purchase of ballistic personal protective equipment (PPE), including ballistic helmets and shields, identifying garments, trauma/bleeding control kits, breaching tools and other equipment to respond to an active shooter/hostile event.
2. **Training:** Reimbursement of training expenses (e.g., personnel, registration fees, supplies, etc.) to support Dutchess County's active shooter/hostile event countywide response training initiative in accordance with the Dutchess County Domestic Terrorism and Targeted Violence Prevention Plan and the NFPA 3000 standards.
3. **Records Management:** Migrate existing agency law enforcement records management, mobile and computer-aided dispatch (CAD) system to the County's New World Public Safety System.

**Ineligible:** Mobile command/communications vehicles, body-worn cameras and ancillary equipment, and day-to-day operational equipment (computers, holsters, weapons, weapon lights, safety lights, radar unit, modems, UAS/UAV (drones), etc.). Expenses related to the Dutchess County Drug Task Force or the Child Advocacy Center are ineligible.

## Ineligible Expenses

- Recurring operational expenses and staffing;
- Duplicative equipment;
- Repairs and deferred maintenance expenses;
- Recurring payroll expenses, benefits, and overtime;
- Seminars/Conferences; and
- Travel expenses.

## Priorities

Priority will be given to the following types of projects:

- Partners with other agencies and taxing authorities;
- Projects that will result in recurring property tax savings;
- Includes an organizational match or contribution (high percentage contributions will be prioritized);
- Aligns with 2023 Dutchess County Budget initiatives and priorities;
- Aligns with a local master plan, capital plan, or prioritization;
- Leverages other funding sources, including private resources.

## Timeline

March 15, 2023	Application released
May 3, 2023	Applications due by 3:00 p.m. via the <a href="#">Dutchess County Grant Portal</a>
May – June 2023	Community Development Advisory Committee (CDAC) application review
July 2023	County Executive announcement of awards
October 1, 2023 – September 30, 2025	Project Year Term

## Program Year

Generally, projects should be complete within 18 months to two years. The initial grant term will be October 1, 2023 – September 30, 2025. Contracts may be eligible for an extension.

## Policies and Procedures

All expenditures are subject to the [Contracted Services Policies and Procedures](#). Please review this prior to submitting your application to ensure the proposed activity can meet the requirements.

## Procurement

- Compliance with procurement requirements as outlined in the [Dutchess County Procurement Policies and Procedures](#) (pages 7-8) is required. Failure to comply with these policies may affect your ability to be reimbursed.

- **\*\*All public work projects are subject to the provisions contained in the New York State Labor Law, including prevailing wage. Please keep this in mind when preparing your project budget and funding request.\*\***

## General Application Information

- The 2023 MIG application must be submitted electronically within the [Dutchess County Grant Portal](#) by **3:00 p.m. on May 3, 2023**.
- **Only one application per entity can be submitted.**
- Applications should be submitted by the Chief Elected Official (CEO)/President/Chairperson or a representative authorized to submit on behalf of the CEO/President/Chairperson.
- Submit well thought-out, thorough, and concise applications that address one of the identified focus areas.
- Letters of support are not required and should only be included to make a compelling case for your project. Memorandums of Understanding (MOUs) should be submitted, if applicable, as a separate attachment(s) to the application.

## Application Forms

The 2023 MIG Application and all required forms can be found within the [Dutchess County Grant Portal](#). You will be able to download each required form, save it to your computer, and upload the completed document.

## Application Review

The [Community Development Advisory Committee](#) (CDAC) will review the applications based on the quality of the work plan, while considering the priorities that have been identified previously in these instructions.

The CDAC will review applications and make preliminary funding recommendations to the County Executive for final review and approval.

## Reporting Requirements

Organizations awarded funding will be required to submit regular payments and progress reports as outlined in the [Contracted Services Policies and Procedures](#) or as stated in the Agreement.

## Grant Portal Instructions:

1. [Use this link to navigate to the Dutchess County Grant Portal webpage where you will login to your existing account or create an account if one does not already exist for your organization.](#)
2. **Please only create one account per organization; therefore, you should consider using your organization's general email and a shared password to be used by anyone within your organization who might work on an application within the grant portal, now or in the future.**
3. Once on the Logon Page, select 'Create New Account' and complete all required\* fields marked with an asterisk\* symbol.
4. After successfully creating an account, you will be brought to the 'Apply' page where you can click on the blue 'Apply' button that will bring you to the grant application.
5. Once you begin an application, it will be saved as a draft. You can re-enter the portal any time prior to the submission deadline to complete the application.

**For more information, contact:**

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